

CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

January 30, 2002

NEWS BRIEFS

MANAGEMENT TIP

Here's a management tip aimed at saving dollars: Best value versus lowest price. Will the facts available support your decision of acquiring an item as best value versus lowest price? For example, compare the cost for a disposable pen versus the cost of a pen that uses refills. Purchase of refills should be considerably more economical than purchasing a new pen each time.

INTRANET SITE UPDATE

The following procedure has been added to the CHS Intranet site <http://chsnet:2001/employees/procedures/>:

18008 Format for Letters and Memoranda

Procedure # 10005 Agency Mailed Checks has been updated

1. To correct the CHS GACheck Mailbox address
2. Vendor Name was added as required information needed

State Budget and Employee Issues

Governor Paul Patton pledged his continued support to several Health Services programs, including Mental Health and Mental Retardation and the early childhood development initiative KIDS NOW in his Budget Address on Tuesday, January 22.

"We have not wavered from our dedication to meeting the health needs of our Kentucky families. While we do not have sufficient resources to meet all of these needs or increase services, we pledge to do our best to keep from losing ground in the quest to provide access to quality health care and improve the health of all of our citizens."

The biennial budget, which the governor called a "document of promises kept," makes a commitment to health services in continuation of several programs. Governor Patton announced that this budget continues to support House Bill 144 in meeting the needs of underserved mentally retarded and developmentally disabled people who are eligible for community-

based services. The current waiting list for the Supports for Community Living Program has more than 1,800 people on it.

"We're providing 500 placements for these vulnerable Kentuckians in the current biennium and our proposal provides for another 500 in the next biennium," said Governor Patton.

He also announced that citizens with mental illness and those suffering from substance abuse would be better served through this budget by the funding of the recommendation of the commission, established two years ago by House Bill 843. The budget includes funding to complete Kentucky's system of crisis stabilization centers by adding 10 to the already existing 18 centers around the state.

Governor Patton singled out the early childhood development program KIDS NOW, funded by 25 percent of Kentucky's tobacco settlement dollars, as another commitment that must be maintained.

(Cont'd on Page 2)

Western State Hospital Chef Headed for Winter Olympic Games in Utah

By Tony Winfield, WSH Community Services Coordinator

Walter Klinecwich, Director of Food & Nutrition for Western State Hospital in Hopkinsville, will see that some of the world's top athletes are well fed and receive the proper nutritional content at the 2002 Winter Olympics in Salt Lake City, Utah.

Klinecwich, a Certified Executive Chef, was chosen in June 2001 by the Compass Group, a parent company of Morrison's, to be among 85 employees to work in the areas of production and serving at the upcoming Winter Olympic games.



Klinecwich

Klinecwich said Morrison's primary responsibility during the games will be feeding the athletes who participate in the ice skating venue such as figure

skating and ice hockey to be held at the Peaks Ice Arena and the Olympics Medal Plaza, where the medal ceremonies will be conducted.

"We will be preparing some 60,000 meals per day, 24-hours per day, for not only the athletes, but

(Cont'd on Page 2)



TIP OF THE WEEK



Buckle Up Kentucky

Failure to buckle up contributes to more fatalities than any other single traffic safety behavior. Increasing seatbelt use is the single most effective thing we can do to save lives and reduce injuries on Kentucky roads. It is estimated that a 15 percent increase in seatbelt usage would save 75 lives a year.

W-2 Forms

Tax time is just around the corner. Here's what CHS employees need to know about W-2 forms:



- The Personnel Cabinet is mailing the W-2's to the employee's home address as listed on the P-1.
- If the employee's mailing address of record is incorrect, the W-2 will be returned to the Personnel Cabinet, who in turn will forward it to the payroll office of the employing Cabinet.
- Mailing began on Jan. 19, in Cabinet number order. CHS is number 49, meaning these will be the last W-2's mailed.
- Distribution of returned W-2's will take place as follows:
Frankfort Offices: The payroll officers will notify the departmental timekeeper of W-2's received in the personnel administrator's office. The employee will be responsible for pick-up.
Facility & Field Offices: The payroll officer will forward W-2's received to the facility personnel office for distribution to employees.

Employees who have not received an original W-2 by close of business Feb. 15, may request a duplicate from their personnel office.



HIPAA Hoops

The Kentucky Cabinet for Health Services has assembled a team of individuals to facilitate a cabinet-wide approach to compliance with the Health Insurance Portability & Accountability Act of 1996 (HIPAA). The CHS HIPAA Compliance Team consists of representatives from agencies within the cabinet. Stay tuned for future updates on how this very important federal legislation will impact your work area.



Budget /Workers Issues (from Page 1)

"Children with high-quality childhood programs go on to earn 60 percent more when they reach adulthood. Low-income children who receive high quality, early child care are more likely to remain in school, attend college and get good jobs," said Governor Patton. "For very one dollar invested in early childhood, seven dollars is saved in the cost of remedial education, welfare and incarceration. No program we're operating now will have a higher rate of return to our society in 20 years."

Support for State Employees

Governor Patton also talked of his commitment to state employees and the prevention of lay-offs, dealing with such issues as the Kentucky Employees Retirement Fund and the Annual Increment pay increases.

Though the budget credits \$30 million worth of Blue Cross-Anthem stock received by the Kentucky Employees' Retirement System against the state's obligation to the System in fiscal year 2003, employee benefits will not suffer.

"This will in no way affect employee benefits or endanger the fiscal integrity of the Pension Fund," Governor Patton said.

State employees will receive 2.7 percent annual increments in each year of the biennium to protect the purchasing power of state employees.

Governor Patton talked about management of administrative expenses through the reduction of cell phones and pagers, state credit cards, travel and other expenditures. These administrative measures yielded \$90 million over a three-year period. The governor went on to say that though there are no proposed lay-offs, the number of authorized personnel in the executive branch will be reduced by 4,500.

"Even though our actions will require existing employees to work more efficiently, we haven't called on them to bear the brunt of the revenue shortfall because building and retaining a qualified professional workforce is essential to maintaining quality service," Governor Patton said. "Job security and wage stability are two of the essential characteristics of employment which build loyalty and continuity in a workforce. That's the reason we worked so hard to meet this crisis with no layoffs and to assure a cost-of-living wage adjustment for all employees of state government and local school boards."

The governor also pledged continued funding for the entire cost of a high-quality health care plan for the 44,000 state employees and for all of the 130,000 retirees.

Governor Patton's Budget Address can be found in its entirety on the Web at: <http://gov.state.ky.us/speeches/2002budget.htm>



Chef (from Page 1)

officials, judges, media, and special guests too. We will be providing a menu that will appeal to almost every taste and culture," Klinecwich said.

Walter will be gone from the hospital for about a month, arriving before the games start to attend mandatory training and participate in "food rehearsals" and staying a couple of days afterward to help wrap things up.

"We will probably work 50 or more hours a week, perhaps more if they need us. We will do what it takes to get the job done and the athletes fed," Klinecwich said. "This is truly a great opportunity and I am honored to be selected to help serve the athletes of the world."

Klinecwich is an employee of Morrison's, which provides Food Services at Western State Hospital in Hopkinsville.



Folic Acid Partnership Honors

The Kentucky Folic Acid Partnership recently recognized several individuals and organizations for their contributions toward preventing birth defects in Kentucky.

The partnership is an organized statewide group of over 50 individuals and public and private agencies dedicated to the promotion of folic acid awareness and education. Folic acid, a vitamin, helps prevent birth defects.

Among those in CHS recognized were:

Lorie Chesnut, Health Program Administrator, Kentucky Department for Public Health.

Dr. Steve Davis, Director of Adult and Children's Services for the Kentucky Department for Public Health and partnership chair.

Linda Lancaster, Nurse Consultant with the Kentucky Department for Public Health and coordinator of the Folic Acid Supplementation Program.

Joyce Robl, Genetics Counselor, oversees the Kentucky Birth Surveillance Registry, Kentucky Department for Public Health.

The Kentucky Department for Public Health.

For more details, see the Jan. 25 news release on the CHS website.



Lab Passes Licensure Survey

The lab operated by the Division of Laboratory Services in the Department for Public Health has passed its annual licensure inspection with flying colors.

The Jan. 8 inspection by the Office of Inspector General's Division of Community Health Services found the lab in compliance with all state regulations with no deficiencies.

"Congratulations to the laboratory and its staff for their continuing excellent work performance. Everyone's day to day dedication and contributions attribute to this achievement," said Dr. Samuel Gregorio, the lab's director.

The Division of Laboratory Services is located in Frankfort and makes reliable laboratory facilities available for the protection of health in the Commonwealth. The Division of Laboratory Services provides essential examinations of clinical and environmental specimens to support other state programs and local health department programs, and reference testing not readily available elsewhere for hospitals and practicing physicians. More can be learned about the laboratory and its services at its website, <http://publichealth.state.ky.us/laboratory-services.htm>.



Sexual Harassment Prevention Training

Sexual Harassment Prevention Training will be held on Feb. 12 at the Distance Learning and Communication Center.

The 1964 Civil Rights Act changed the way men and women may act in the workplace – making actions that were once acceptable now discriminatory or even illegal. Even though this

law was passed over 35 years ago, many of us remain in the dark about what actually constitutes sexual harassment and how to stop sexual harassment if it occurs.

Please join us on from 8:30 to 12:00 in room B to learn how to identify, stop and prevent sexual harassment in the workplace.



Health and Wellness Classes Begin

On Jan. 29, health and wellness classes began for CHS employees. The first round of classes addresses the most pertinent topics such as creating healthier lifestyles. Since this is a pilot project, enrollment is limited to the first 20 participants from the Department for Public Health. Updates will be provided in the future about enrollment in the next series of classes for other departments.



The Health and Wellness Committee, which is offering this initiative, is also working with cafeteria services in the Human Resources to offer **a special item each week on Wednesdays**. However, the article in the Jan. 15 issue of the CHS Checkup stated that the special items would be available every day. This is **not** the case. Special items will be available **on Wednesdays only**.

Beginning Jan. 28 through Feb. 15, grilled chicken and baked potatoes will be offered each Wednesday. The baked potatoes are being continued as a special item because they have been so well received. A baked potato with butter and low-fat sour cream is \$1.29 and a "deluxe" baked potato with your choice of toppings (available from the salad bar) is \$1.79.

Look for the cafeteria's weekly menu on bulletin boards located throughout the complex.



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